



# Wakefield Grammar School Foundation

## CONFIDENTIAL - APPLICATION FORM FOR SUPPORT STAFF (OTHER)

This application form must be completed in full. You are advised to read the Guidance Notes available from the Foundation website or telephone HR on 01924 231600 if you require further assistance. Please note this form is formatted to print on **landscape**.

<b>POST APPLIED FOR:</b>	<b>CATERING / LUNCH TIME / CLEANER / EARLY MORNING CARE / AFTER SCHOOL CARE / EXAM INVIGILATION / SUPPORT (CASUAL) (<i>Delete as appropriate</i>)</b>	<b>SCHOOL: QEGS JUNIOR / QEGS SENIOR / WGHS JUNIOR / WGHS SENIOR / FOUNDATION (<i>Delete as appropriate</i>)</b>
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### SECTION 1. PERSONAL DETAILS

<b>Title</b> (Mr, Mrs, Ms, Miss, Dr etc)	<b>Surname</b> (block capitals)	<b>First name(s) in full</b> ( <i>please underline the name by which you are known</i> )
<b>Former surnames</b> (if applicable)	<b>Date of Birth</b> <sup>1</sup>	
<b>Address:</b>	<b>Telephone numbers:</b>	
	Day:	
	Evening:	
	Mobile:	
<b>Post Code:</b>	E-mail:	

If you have lived at this address for less than five years, please provide details of previous addresses covering this period on separate sheet.

<b>National Insurance Number:</b>						
Please indicate whether you have any family or close relationships with existing employees or Governors at WGSF. If Yes, please state.						
Where did you see this vacancy?						

**SECTION 2. EDUCATION**

Give details of secondary schools, colleges and universities attended with subjects, dates, results and qualifications obtained. Evidence of original certificates will be requested.					
<b>From</b>	<b>To</b>	<b>School / College / University</b>	<b>Full or Part Time</b>	<b>Subject, Examination Level &amp; Awarding Body</b>	<b>Grade &amp; Date Obtained</b>

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**SECTION 3: EMPLOYMENT HISTORY**

Please supply a **full** history (**starting with your current or most recent**) of all employment, self-employment, any periods of unemployment, time spent travelling, voluntary work, further education or training, and time spent out of employment whilst undertaking caring responsibilities since leaving school, college or university.

**You must provide explanations for any gaps or periods not in employment. Continue on a separate sheet if necessary.**

Name of school, employer or voluntary organisation including the address	From Day / Month/ Year	To Day / Month/ Year	Position Held and Main Duties	F/T, P/T Agency or Other	Reason for Leaving


*We reserve the right to approach any of the previous employers/organisations listed in this section to confirm the details you have supplied.*

**SECTION 4: REASON FOR APPLICATION**

Please outline below your reasons for applying for this post. This should be set out below; no more than 1 sides of A4 should be submitted. [Please note this section will expand if you complete on-line].

Describe in your own words how your experience, skills and knowledge relate to the job description and/or person specification.

You should also provide any other information, which you feel is relevant to your application.

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**SECTION 5: REFERENCES**

Give details of two referees. One referee should be your **current** or most **recent** employer. If you have worked with children/young people before, but are not currently doing so, one referee must be the employer you were most recently employed by in this capacity. References will not be accepted from relatives or from referees writing solely in the capacity of friends.

If a candidate is shortlisted, it is the policy of WGSF to normally take up references prior to interview. We reserve the right to ask you for further referees or contact previous employers if necessary.

<b>Referee 1</b>	<b>Referee 2</b>
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<b>Name:</b>		<b>Name:</b>	
<b>Job Title:</b>		<b>Job Title:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Postcode:</b>		<b>Postcode:</b>	
<b>Telephone No:</b>		<b>Telephone No:</b>	
<b>E-mail:</b>		<b>E-mail:</b>	
<b>Your connection with the above person</b>		<b>Your connection with the above person</b>	
<b>I consent to my employer / above individual providing a reference</b>	Prior to interview Yes No	<b>I consent to my employer / above individual providing a reference</b>	Prior to interview Yes No

## SECTION 6. CRIMINAL CONVICTIONS

The Foundation will undertake an enhanced criminal records check for all new employees. The Foundation has a policy on the employment of convicted offenders and a previous criminal conviction will not necessarily bar you from working at the Foundation.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employees and cannot be taken into

account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website or see here.

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be filtered, prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure & Barring Service before your appointment is confirmed.

**If you are shortlisted for interview, you will be asked to complete and return a self-disclosure of criminal history and other information regarding suitability to work with children.**

### **SECTION 7. ELIGIBILITY TO WORK IN THE UK**

In accordance with the Immigration, Asylum and Nationality Act 2006, it is a criminal offence for an employer to employ staff whose immigration status prevents them from working in this country.		
<b>Tick as appropriate</b>	<b>YES</b>	<b>NO</b>
Do you have the Right to Work in the UK? <sup>2</sup>		
If the answer to the above question is 'Yes', please describe any current restrictions on your stay or on your Right to Work in the UK. If none, write 'none'.		

### **SECTION 8: DISABILITY MONITORING**

This section is to ensure we monitor our Equal Opportunities policy and does not form part of the selection process.
Are there any reasonable adjustments WGSF can make to enable you to attend or participate at interview? If none, write 'none'.

### **SECTION 9: REHABILITATION OF OFFENDERS ACT 1974**

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with full and legally accurate answers. Further information can be found in the section ' <i>Guidance Notes on the Application and Recruitment Process</i> '.
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<b>Delete as appropriate.</b>		
<b>I have not / I have</b> been barred from working with children, am not named on Section 142 of the Education Act 2002 (previously known as List 99) or the Disclosure and Barring (DBS) Children's Barred List and am not subject to any sanctions or prohibition from teaching imposed by a regulatory body.		
<b>I am not / I am</b> subject to any pending criminal convictions, pending criminal actions or Court hearings.		
<p><b>Filtering</b> *: In certain circumstances, the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2014) does provide that certain convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. <i>*Information on filtering can be found at <a href="http://www.gov.uk/government/publication/dbs-filtering-guidance">www.gov.uk/government/publication/dbs-filtering-guidance</a>.</i></p> <p>You must declare any criminal offence, including cautions, bind-overs, reprimands or final warnings whether "spent" or "unspent" (unless subject to filtering)? Do you have any?</p> <p><b>If "Yes" - I am sending details of any "unspent" or "spent" convictions, cautions, reprimands, bind-overs, final warnings or other pending criminal convictions/actions/court hearings in a sealed envelope marked Confidential</b></p>	<b>Yes</b>	<b>No</b>
	<b>Yes</b>	<b>N/A</b>
<p>I understand that any offer of employment is subject to receipt by the Foundation of a satisfactory enhanced DBS Certificate from the Disclosure and Barring Service.</p> <p><b>Signed</b> *..... <b>Date</b> .....</p> <p><small>*If you are submitting this application electronically, by printing your name you are confirming the above statements.</small></p>		

**SECTION 10. DATA PROTECTION**

<p>Wakefield Grammar School Foundation (WGSF) will use the information given in your application, as well as any supporting documentation provided at the application or interview stage, for the purposes of recruitment and selection and as otherwise reasonably required for the purposes of our legitimate interests and compliance with applicable laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR) 2016.</p> <p>For further information on how your information is used and your rights to access the information WGSF hold about you please see our <b>Privacy Notice for Job Applicants</b> [found on our website under <i>Employment Opportunities/Current Vacancies; Privacy Notice for Job Applicants</i>].</p> <p>If you become an employee of WGSF your data will be managed in accordance with our <b>Staff Privacy Notice</b> (details of which are provided on prior to commencement of employment).</p>
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**SECTION 11. DECLARATION**

**Please sign below to confirm you have read the following statements:**

- **I certify that to the best of my knowledge and belief, the information provided on this application (and any accompanying documentation) is factually correct and accurate. I understand if I have given any false information or withheld relevant details that my application may be rejected or in the event of employment may result in summary dismissal or disciplinary action.**
- **I give explicit consent to WGSF to obtain references if I am shortlisted and consent to WGSF to approach current and previous employers for information to verify particular employment, experience or qualifications before interview or once an employment offer has been made.**
- **I give explicit consent to WGSF to process my data. I understand that all details provided on this application form will be held for the purpose of processing my application and for any other legitimate purpose of WGSF (if I become an employee). They will be stored on the online recruitment system, entered onto the School and HR computer system and will be held within a manual filing system within the provisions of the Data Protection Act 2018.**

**Signed \*..... Date .....**

\*If you are submitting this application electronically, by printing your name you are confirming the above statements.